



## HR Website Change -Crosswalk for Position and Process Information-

For your convenience, individual business pages have been created. These replace the need for the **Process Information** page: <https://hr.personnel.ky.gov/Pages/ProcessInfo.aspx> and the **Position Information** page: <https://hr.personnel.ky.gov/Pages/PositionInfo.aspx>.

These new pages, under Resources, now exist as follows:

- Organizational Management / <https://hr.personnel.ky.gov/Pages/OM.aspx>
- Classification and Compensation / <https://hr.personnel.ky.gov/Pages/CC.aspx>
- Personnel Administration / <https://hr.personnel.ky.gov/Pages/PA.aspx>
- Payroll / <https://hr.personnel.ky.gov/Pages/PY.aspx>
- Time-Leave / <https://hr.personnel.ky.gov/Pages/TM.aspx>

To assist in this transition, please refer to the following crosswalk. Each document is highlighted according to the following key, to indicate its new location.

Highlight Color	New Page Location
Yellow	Organizational Management
Pink	Classification and Compensation
Orange	Personnel Administration
Green	Payroll
Blue	Time-Leave

## Position Information

The following is general information related to positions. If you are looking for instructional or process information, please look for the appropriate subject, found in alphabetical order, under [Resources/Processes](#).

### [Benefits](#)

[Benefits Schedule](#)

### [Block 50](#)

[Block 50 Ineligible Listing](#)

### [Compensation](#)

[Regulations](#)

### [Fair Labor Standards Act \(FLSA\)](#)

[Fair Labor Standards Act \(FLSA\)](#)

### [Job](#)

[Change Reports](#)

[Description of EEO Categories](#)

[Job Class Specifications](#)

[Procedure for Establishing and Revising a Job Classification](#)

[Multilingual Premium Per 101 KAR 2.034 Section 9\(3\)](#)

[Request for Approval](#)

[Set up Instructions](#)

### [Non-Merit](#)

[Non-Merit Position Information](#)

### [Position Descriptions](#)

[Position Description Worksheet](#)

[Instructions to Print from KHRIS](#)

[Instructions to Print from MSS](#)

### [Position/Personnel Action Request](#)

[Position/Personnel Action Request \(PAR\) Form](#)

### [Reallocations](#)

[Reallocation Form](#)

### [Salary](#)

[Conversion of](#)

[Example of Salary Computation](#)

[Schedule](#)

### [Working Title](#)

[Creating a Working Title](#)



## Process Information: A-E

[F-J](#)

[K-O](#)

[P-R](#)

[S-V](#)

[W-Z](#)

[Absence Quotas](#) Duplicate- Also located under Quotas

[Create Absence Quota](#)

[Action Processing](#)

[Request for Personnel Cabinet to Process Actions/for Boards and Commissions](#)

[Retroactive](#)

[Void/Correction in Legacy & KHRIS](#)

[Void/Correction in Only KHRIS](#)

[ACE/ERA](#)

[Request Form](#)

[Instructions for Requesting/Processing](#)

[Adverse Weather Leave](#)

[Clearing Adverse Weather Leave](#)

[Annual Increments](#)

[See Increments](#)

[Back Pay](#)

[Guidelines](#)

[Checklist](#)

[Block Payments](#)

[Block 50](#)

[Processing Information](#)

[Processing Instructions: ORG](#)

[Monthly Reporting Instructions](#)

[Block 80](#)

[Processing Instructions: ORG \(for LRC Only\)](#)

[Claims](#)

[Process](#)

[Researching Claims Written Off](#)

[Contractors](#)

[Processing Instructions for Standard Contractors](#)

[Deductions](#)

[Order of Processing](#)

[Start Dates in IT0014: Recurring Payments and Deductions](#)

[Deferred Compensation](#)

[Calculation Tool](#)

[Pre-Tax Refunds \(ORG\)](#)

[Direct Deposit](#)

[Policy Information and Agency Guidance](#)

[Electronic Salary Statement](#)

[Agency Instructions for Implementing Policy](#) Document no longer needed.

[EFT/ACH](#)

[Reversal Requests \(ORG\)](#)

## Process Information: F-J

[A - E](#)

[K - O](#)

[P - R](#)

[S - V](#)

[W - Z](#)

### [Family Medical Leave Act \(FMLA\)](#)

[Processing Leave of Absence for FMLA](#)

### [Increments](#)

[Agency Guidance Pertaining to PM 2014-07 Sent on 5/6/14](#)

[Personnel Memo 2014-07: Annual Increments](#)

[Annual History](#)

[Increment Audit - Quarterly Audit Tips](#)

[Instructions for Processing Monthly List](#)

### [In-Range](#)

[Appointments/Reinstatements - Agency Responsibilities](#)

### [IT0161 Under IRS](#)

[Lock-In Letters: Process Information](#)

### [IT9015 Under Retirement](#)

[Instructions for IT9015 for Employees with KTRS](#)

## Process Information: K-O

[A - E](#)

[F - J](#)

[P - R](#)

[S - V](#)

[W - Z](#)

### [Kentucky Employees' Charitable Campaign \(KECC\)](#)

[Agency Instruction for Setting up Pledges](#)

[Fax Cover for KECC Pledge Set-up Notice](#)

### [Leave Sharing](#)

[Create a Request](#)

[Amend a Request](#)

[Create a Donation](#)

[Return a Donation](#)

### [Leave Time](#)

[Leave Time Template Distribution](#)

### [Leave without Pay](#)

[Recording Leave without Pay for County Fee Employees](#)

### [Lost or Stolen Checks \(QRG\)](#)

[Lost or Stolen Checks \(QRG\)](#)

### [Manual Adjustments](#)

[Form](#)

[Instructions](#)

### [Military Leave](#)

[Agency Guidance Regarding State Employees Called to Active Military Duty for Mobilization](#)

### [Months of Service](#)

[Correcting Months of Service](#)

### [Multilingual Premium Per 101 KAR 2:034 Section 9\(3\)](#)

[Request for Approval](#)

[Set-up Instructions](#)

### [Off-Cycle](#)

[Instructions](#)

## Process Information: P-R

[A - E](#)

[F - J](#)

[K - O](#)

[S - V](#)

[W - Z](#)

### [Pay Correction](#)

[Employee Paid in Error \(ORG\)](#)

[Employee Underpaid \(ORG\)](#)

### [Paying](#)

[Annual/Comp Payout to Terminated/Retired Employees - REPLACED! See Leave Balance Value document below.](#)

[Deceased Employees](#)

[Employee Appointed Mid Pay Period with Leave Without Pay Used Within Same Period](#)

[Employee Reverted from Detail or Promotional Probation Due to Separation or Resignation \(Payout\)](#)

[Leave Balance Value - Payout Information and Processing Instructions](#)

### [Position Descriptions](#)

[Instructions to Print from KHRIS](#)

[Instructions to Print from MSS](#)

### [Position/Personnel Action Request \(PAR\)](#) [Also available on Class and Comp page](#)

[Position/Personnel Action Request \(PAR\)](#) : These standardized forms have been created for your convenience and optional internal use, except for Voids/Corrections Retro Processing, which require the use of these forms in order for the Personnel Cabinet to process said actions. They reflect the HCMPF forms used in KHRIS and can assist you in gathering the necessary information needed for internal approval as well as entry into KHRIS.

### [Premium Pay](#) [Renamed: Shift Calculation](#)

[Gross Difference with Premium Pay with New Overtime Allocation](#)

### [Quotas](#) [Most quota information is also available on Time-Leave page.](#)

[Correcting a Quota](#)

[Creating an Absence Quota](#)

[Paying out Quota Balances](#)

[Quota Compensation Sheet](#)

[Quota Overview Process](#)

Reports: Instructions/Samples

Reports: Instructions/Samples

A link to reports is available on each new business page.

### [Refunds](#)

[Health and PSA \(ORG\)](#)

[Post-Tax \(ORG\)](#)

[Pre-Tax Retirement \(ORG\)](#)

### [Retirement](#)

[Incorrect Plan Selected \(ORG\)](#)

[Pre-Tax Installment Purchase Refund \(ORG\)](#)



## Process Information: S-V

[A - E](#)

[F - J](#)

[K - O](#)

[P - R](#)

[W - Z](#)

### [Salary Computation](#)

[Example of Salary Computation](#)

### [Shift Calculation](#)

[Know the Difference with Premium Pay with New Overtime Allocation](#)

### [Shift Premium](#)

[Request](#)

[Instructions for Processing an Approved Request](#)

### [Split Weeks](#)

[Holding 6ADD](#)

### [Taxes](#)

### [Taxes](#)

### [Time Errors](#)

[Time Error Messages and Required Action](#)

### [Timesheet](#)

[Template - 2013](#) [Removed](#)

[Template - 2014](#)

[Template - 2015](#)

[Instructions for Using Template](#)

## Process Information: W-Z

[A - E](#)

[F - J](#)

[K - O](#)

[P - R](#)

[S - V](#)

### [W2](#)

[Answers to Commonly Asked Questions](#)

### [Corrections](#)

[Process Instructions](#)

[Adjustment Worksheet](#)

[Refund Certification Form](#)

### [Reprints](#)

[Process Instructions](#)

### [Work Schedules](#)

[How to Change an Employee's Work Schedule](#)

[How to Change Multiple Employees' Work Schedules](#)

[Request form](#)

### [Workers' Compensation](#)

[Workers' Compensation Buyback \(QRG\)](#)

[Workers' Compensation Buyback Calculator](#)

### [Working Title](#)

[Creating a Working Title](#)

Workflow Substitution Duplicate- also under Reference page.

[Instructions for Maintenance During an Absence](#)

### [WT3009](#) [Under Pay/Payout Processing](#)

[Gross Amount Payment or Adjustment \(QRG\)](#)